

PUBLIC SAFETY BOND CITIZEN OVERSIGHT COMMITTEE

Meeting Report November 12, 2003

PRESENT: Autumn Gutierrez, Phyllis Lazzarini, Jim Shore, John Skeen

ABSENT: Dang Pham

STAFF: Avo Makdessian, Ed Shikada, John Cannon, Lisa Cheung, Deputy Chief Adonna Amoroso, Marianne Bourgeois, Susan Cox, Acting Chief Dale Foster, Dan Farnsworth, Dave Sykes, David Printy, Valia Tolentino, Loren Bonham, Jose Garcia, Pat Sawicki

The meeting was convened at 5:07 PM.

David Printy distributed the following documents to the Committee: draft of the Committee's Annual Financial Report on the Public Safety Bond Program for Fiscal Year 2002-2003 (for Council), the Status Report on the 2002-03 Annual Audit of the Neighborhood Security Bond Projects Fund, and the Fiscal Year 2003-2004 First Quarter Status Report on the Public Safety Bond Program.

1. Approval of Meeting Minutes

No comments on minutes from August 13, 2003 meeting.
The Committee voted to approve the meeting minutes.

2. Action Items from Last Meeting

-Selection of Committee Chairperson

The Committee voted to have a chairperson and a vice-chair.
Phyllis Lazzarini was voted as the chairperson and Jim Shore was voted as the vice-chair.

-Art in Public Place

A copy of the City's Municipal Code on Art in Public Places was sent to the Committee via email. Staff reported that a Public Art Work Plan is being developed to address how public art will be incorporated with Public Safety Bond projects. The Work Plan will be presented to the Committee at the next meeting. In addition, Harriet Traurig, the Public Art Director will attend the next meeting to discuss the City's Public Art Program.

3. Project Budget and Expenditure Presentation

-Presentation of City's Comprehensive Annual Financial Report

Jose Garcia, Finance Department, reported on the 2002-03 Annual Audit of the Neighborhood Security Bond Projects Fund. No Committee action taken. This item was for discussion only.

-First Quarter Fiscal Year 2003-2004 Report

Dave Printy reported on the first quarter Fiscal Year 2003-2004 Expenditure Report on the Public Safety Bond Program. As of September 30, 2003, the Program has expended and encumbered \$3.17 million.

Vice Chair Shore asked if Council receives similar expenditure reports on this Program. Dave Sykes responded that with the formation of this Committee, the Council is asking this Committee to review the expenditures.

With the recent budget concerns, John Skeen asked if the Fire Department is facing any problems with staffing future new stations. Chief Foster responded that the Department is evaluating budget impacts on projects.

John Skeen asked if the Fire Department is considering relocating more fire stations such as Fire Station Nos. 21 and 24 which are currently programmed for rehabilitation. These stations fit the same criteria, of being houses made into fire stations, such as Fire Station Nos. 12 and 17 which are being relocated. Chief Foster responded that the Fire Department is considering this option.

Dan Farnsworth, Fire Department, provided updates on real estate acquisition for fire stations to be relocated. An offer has been accepted for a site for Fire Station No. 17 on Blossom Hill and Coniston. Search areas have been identified for Fire Station Nos. 12 and 23 and several sites are being evaluated. Fire Station No. 25 will be located in the future donated lands by Cisco in Alviso along Wilson and Grand.

David Printy reported on other progress of the Public Safety Bond Program including the completion of the exterior work for the Central Community Policing Center in Alviso. Fire Station Nos. 4, 13, and 26 Upgrade Projects have been awarded for construction by Council. Construction has started and these three projects will be completed by summer of 2004.

Autumn Gutierrez expressed concerns that she was not able to determine if the dollars expended align well with the project completion percentage. Dave Sykes responded that projects are budgeted and appropriated by Council on a project basis and not by project phase basis.

Vice Chair Shore asked if RDA staff is participating in projects, are they billing to the projects? Staff responded that RDA staff is not billing to the projects.

Vice Chair Shore asked how staffing costs on the Public Safety Bond projects compared to the Library Bond projects. Staff responded that all projects have a 20-30 percent range of soft costs associated with every project such as for staff costs and consultant costs.

Deputy Chief Amoroso responded that there are significant differences in locating a library versus a police substation or a fire station. A library may be easily located in a residential area. However for public safety projects, staff has considerably more evaluation to conduct such as access and response time and compatibility with neighbors and the community.

Autumn Gutierrez asked that "cost to date" be included in the Fiscal Year 2003-2004 label located on the left of the table entitled "Project Expense Descriptions/Status."

No Committee action taken. This item was for discussion only.

-Approval of Committee's Report to Council

John Skeen asked if the Committee had more than one time to talk to Council each year. Staff responded that the Committee's requirement for reporting annually to Council before December 31 does not restrict them to only that one opportunity. The Committee may make requests to speak to Council as desired.

John Skeen, Vice Chair Shore, and Autumn Gutierrez had concerns about the Committee's inability to evaluate the expenditures and the slow progress being made in terms of real estate acquisition on the Public Safety projects. They asked that verbiage be added to the Committee report to Council to express their concerns. Staff and the Committee made revisions to the report.

The Committee voted to approve the report. The final report was printed and signed by Chair Lazzarini.

Lisa Cheung stated that the Committee report to Council is scheduled for the December 9, 2003 Council meeting starting at 1:30 pm. Chair Lazzarini will attend to represent the Committee.

-Presentation of Draft 1st Quarter Fiscal Year 2003-2004 CIP/SNI Report

Lisa Cheung reported that staff will be submitting the first quarter Fiscal Year 2003-2004 Capital Improvement Program report which includes a section on the Public Safety Program to Council on December 9, 2003. The Committee had previously been receiving copies of this report as background information regarding the Public Safety Bond Program. However, since this report's information is similar to the quarterly expenditure reports to the Committee, the Committee will no longer be receiving these reports.

4. Meeting Schedule

The next meeting is scheduled for February 11, 2004 at 5 pm.

5. Future Items

In future meetings, staff will have more discussions on progress of each of the Public Safety Bond projects.

6. Action Items

- a) Staff will present the Public Safety Bond Public Art Program at the next meeting. Harriet Traurig, the Public Art Director, will attend the next meeting to discuss the overall Public Art Program.
- b) Staff will include more discussion on the progress of individual projects in future reports as well as in future Committee meetings.
- c) The label on the "Project Expense Descriptions/Status" table will include "cost to date" in the Fiscal Year 2003-2004 label located on the left of the table.
- d) Staff will present the Fiscal Year 2003-2004 Second Quarter Status Report on the Public Safety Bond Program to the Committee for the next meeting.
- e) Chair Lazzarini to attend the December 9, 2003 1:30 pm Council meeting in the Council Chambers to represent the Committee on the Committee's Annual Financial Status Report on the Public Safety Bond Program for Fiscal Year 2002-2003 to Council.

7. Oral Communications

None

8. Adjournment

The Committee was adjourned at 6:48 P.M.

Lisa Cheung
Office of the City Manager